

## Personal Services and Independent Contractor (Sole Proprietorship) Contracts Survey To DPOs and Fiscal Officers

In conjunction with the Departments of the Attorney General and Human Resources Development, the Accounting and Auditing Review Committee (AARC) is planning to hold a training session in early 2005 for DPOs and Fiscal Officers. The purpose of the training is to provide clarification of the various types of work being performed for the State of Hawai'i, when an employer-employee relationship is established, and the required limitations, benefits, tax withholdings, etc., if any, that would apply. Such service work includes personal services contracts and independent contractor contracts, specifically those with sole-proprietorships. Toward that end, AARC is gathering data to assess the service needs of the various departments. We would appreciate your responses to the questions below **by no later than** \_\_\_\_\_. Please return via email to Jan Kemp at Janice.T.Kemp@hawaii.gov.

1. Between July 1, 2003 and the present, approximately how many personal services contracts has your department been a party to?
2. How many of these contracts were executed with retirees?
3. What is the average duration of the personal services contracts?
4. In what circumstances does your department have need to execute personal services contracts?
5. Between July 1, 2003 and the present, approximately how many independent contractor contracts (specifically sole proprietorships) has your department been a party to?
6. How many of these contracts were executed with retirees?
7. What is the average duration of the sole proprietorship contracts?
8. In what circumstances does your department have need to execute sole proprietorship contracts?

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